



**J.V. FLETCHER
LIBRARY**
Widening Westford's World

**J. V. FLETCHER LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING
AGENDA**

Monday, February 6, 2023; 7:00PM

All members of the public are invited to a ZOOM meeting; options available to access the Board of Library Trustees Meeting virtually:

- Register in advance or at any time prior to the conclusion of this meeting by accessing the following link your computer, smartphone or tablet:
- https://westfordma-gov.zoom.us/webinar/register/WN_u2mo4tFdTzu8WA3xLlg5xg
- Registration requires only that you provide a name and E-mail address. After registering, you will receive a confirmation email containing information about joining the meeting; you will be provided with immediate access if the meeting is already in progress.

I. Call to Order and Identification of Members Present per OML; all votes roll call [4 seconds]

II. Signing of Trust Fund Warrants [None]

A. Warrants/Deposits Processed for Approval:

VOTE

WARRANT # 23-***TE		WARRANT DATE: 1/***/23
LIBRARY TRUSTEES FUND, ACCT. # 672		\$0.00
ALL PURPOSE TRUST FUND, ACCT. # 673		\$0.00
LIBRARY BOOK FUND, ACCT. # 674		\$0.00
LECTURE TRUST FUND, ACCT. # 675		\$0.00
J. V. FLETCHER LIB. TRUST, ACCT. # 676		\$0.00
EDR CONT. EDUC. TRUST FUND, ACCT. # 677		\$0.00
BENEFACTORS TRUST FUND ACCT. #678		\$0.00
TOTAL EXPENDITURES/DEPOSITS UNDER WARRANT # 23- ***TE		\$0.00

III. Approval of Minutes [10 minutes] [Underlined minutes in packet]

VOTE(S)

A. January 9, 2023; January 30, 2023 drafts

IV. Acceptance of Treasurer's Quarterly Report [10 Minutes]

VOTE

V. Report of the Director [15 minutes]

VOTE

A. Warrant Review and Approval

1. Warrants Numbered: 23-28– 23-31

VOTE

VI. Report of Committees [5 minutes]

A. Trustee Information Exchange:

VII. Communications: [10 minutes]

- A. CORRESPONDENCE, GIFT: Greenwood Thank You
- B. CORRESPONDENCE, PERSONNEL: Liberti Hiring Letter
- C. CORRESPONDENCE, PERSONNEL: Henry Hiring Letter
- D. CORRESPONDENCE, PERSONNEL: Trainor Hiring Letter

VIII. Unfinished Business [15 minutes] –

A. Massachusetts Public Library Construction Project (MPLCP) Grant Update

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1. Town Counsel Opinion on Grant Signatories: re-send Agreement to be signed by Town Manager Kristen Las
2. Monthly Reports to MBLC via AMPLIFUND:
 - a. November 2022; December 2022
3. Contract with CHA Consulting, Inc. First DRAFT to review
4. Discuss transitioning to working Task Force with PTBC and choose delegates
 - a. Trustee Delegates: _____/ _____
 - b. OPM: Alicia Monks, CHA Consulting, Inc.
 - c. CEASC Delegate(s): _____
 - d. PTBC Delegates: Hazelton (SB)? Roberts?
 - e. Town Personnel: Library Director, Asst. Director, _____

IX. New Business [20 minutes]

- A. Trustee Incumbents indicate candidacy intentions [cont.]
- B. Policy on Program Attendance and Sponsorship – revision VOTE
- C. Policy Regarding Hate Speech – revision VOTE
- D. Code of Conduct Policy – revision VOTE
- E. Meeting Reservation Request Form -- revision

X. Announcements [5 minutes]

- A. Friends' Liaison Report [Rainville]
- B. Schedule Safety Deposit Signatures and Inventory
- C. Upcoming Meeting Schedule:

March 6, 2023	7:00 PM	Full Board REMOTE PARTICIPATION MEETING
March 25, 2023	10:00 AM	Annual Town Meeting, WA Gymnasium
April 3, 2023	7:00 PM	Full Board
- D. COI [Conflict of Interest]: Mandatory Email from state

XI. Adjournment [3 seconds]

MCF/edr

Articles:

→ MBLC FY24 Legislative Agenda

Adult Non-Fiction Book Club: The Library: A Fragile History by Andrew Petegree

Adult Monday Mystery Book Club: Something to Hide by Elizabeth George

Adult Book Club: The Mystery of Mrs. Christies by Marie Benedict

ADULT: VIRTUAL Abolition's Foot Soldiers VIRTUAL

ADULT: VIRTUAL Nature of Winter

CH: Pirate Magic Show

CH: Frozen with Elsa

YA: Animanga Club

YA: Choose Your Own Crafternoon

Please be advised this open meeting may be broadcast live via WCAT and recorded for playback online, video-on-demand viewing at <https://cloud.castus.tv/vod/westfordcat/?page=HOME>. Attendees are reminded that by attending this meeting, you consent to your likeness and audio being used and rebroadcast by WCAT. If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact the Library administration at 978-399-2312 or email to erainville@westfordma.gov.